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## **Town of Acton Recreation Department**

472 Main St., Acton, MA 01720

[www.acton-ma.gov/recreation](http://www.acton-ma.gov/recreation)

### **FREQUENTLY ASKED QUESTIONS**

**~ Click on question for answer ~**

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**1. What are your office hours?**

The office is generally staffed from 8-5 Monday-Friday. Due to running recreational programs and off-site meetings, the office may be closed during these times. There is a mail slot in our door for any paperwork you wish to drop off (secure to Recreation) for us to receive. Forms for programs are located within the bins outside the office. When Town Hall is closed, you may leave registration forms or other paperwork for Recreation (please note "Recreation" on envelope) in the mail drop located within the doorway of the ground floor entrance.

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**2. I have tried to call your office, but I have trouble getting through.**

The Recreation Department has an automated voice messaging service which lists information options that address many questions. If you push 0, you will get to through to the office. If we are not available to answer your call, please leave a detailed message including any questions, so we may call you back or even leave a message with an answer to your question. During our beach season, if you are calling with a specific beach, swim lesson, or camp question, you may call NARA Park directly at 978-929-6640. Please note that staff may briefly step in and out of the NARA Park office.

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**3. What is your Tax ID#?**

046-001-062

**4. How do I request a refund?**

**REFUNDS & WITHDRAWALS:** You may withdraw from a program up to 7 (seven) business days prior to the start date—a non-refundable administrative fee of **\$10 will be applied to all registrations**. After that time, no refunds will be issued. All requests must be submitted in writing to the Recreation Department requesting withdrawal and refund request. Refund/Withdrawal requests are not submitted through instructor. It will take two-three weeks for a refund to be processed. *Refunds will not be made for classes missed due to inclement weather or a participant's inability to attend a makeup session or inability to participate due to medical condition after a program has started.*

Exception to policy: a written letter from a licensed physician excusing participant prior to start of a program. Some programs including NARA Beach, NARA Youth Summer Programs, show tickets and bus trips have different refund policies and will be duly noted in description and /or on form. **Please inquire prior to any registration if you have any refund questions.**

**CLASS CANCELLATION POLICY:** Classes are cancelled if Acton-Boxborough Schools have closed due to weather. Notification via email for Recreation Dept. run programs will be made if a class is cancelled due to poor weather or field conditions. Programs run by instructors outside of the Recreation Department are responsible to notify participants of class cancellations. Efforts will be made to makeup weather cancelled classes, but are not guaranteed. Any class cancellations due to an illness of an instructor will be made-up or refunded. Refunds will not be offered due to a participant's inability to partake in makeup sessions.

**BUS TRIPS:** Bus trips will run if minimum amount of registrations are received. Many of our trips are merged with other local town departments to fill a bus to help meet the minimum required. If trip is cancelled due to the lack of minimum participants, a full refund will be issued. Please note that pickup/drop-off locations are subject to change if adequate number of registrations are not received for a pickup location in Acton. Refunds will not be issued for a non-Acton pickup/drop-off location. In the event of illness, a trip can be transferred but not refunded once commitment has been made. If you have any refund questions, please inquire prior to signing up. All changes and special requests must be completed in writing up to 30 days prior to the trip and are subject to a cancellation fee per person, noted on each bus trip description. No refunds will be issued with less than 30 days notice.

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## **5. Where is NARA Park?**

Nara Park is located off Rt. 27 on 25 Ledge Rock Way for the lower parking lot access (beach, playground) or Quarry Road for the playing fields and upper parking lot.

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## **6. What is the NARA Park Office Phone Number?**

978-929-6437

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## **7. How do I rent a Town recreational picnic area or field?**

On the Recreation Department page of the Town website: [www.acton-ma.gov/recreation](http://www.acton-ma.gov/recreation) you will find a Facilities and Field Use Request Form. All inquiries for availability for use need to have this form completed. Please allow up to two weeks for processing. Fees are not quoted until a form has been fully completed.

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**8. How much does it cost to rent a picnic area or field?**

General rates are available for viewing on the website. Fees are not quoted until a Facilities Use Form has been submitted and reviewed by the Recreation Director.

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**9. Are scholarship funds available for various programs and beach memberships?**

Scholarships are awarded through the Doli Atamian Campership Program, Inc. There is a call line for you to leave your contact information and your call will be returned. The number is: 978-263-0131 and their mailing address is Doli Atamian, PO Box 693, Acton, MA 01720.

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**10. Can you just go to NARA Park and have an outing?**

NARA Park Picnic and Pavilion are generally rented out during peak hours and peak season and most weekends. Enforcement of permits are handled by Recreation/NARA staffing. We encourage you to have a permit to secure your picnic/field location for your outing. A group of people is considered more than 6 people. Users who do not have a permit must vacate picnic area if the area has been permitted or can be asked to leave.

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**11. What is the dog policy in Acton?**

NARA Park has a Dog Policy that dogs must be leashed at all times, as set forth by the Board of Selectmen, March 2007.

As a responsible dog owner, please dispose of your dog's waste in proper receptacles. Dog pick-up bags are available at NARA Park, the Arboretum, and Great Hill. The Town of Acton has an animal control bylaw which states the following:

**Acton Bylaws Relating to Animal Control**

E22. No person shall own or keep a dog, six months or older, within the Town unless a license for such dog is obtained from the Town Clerk. The license period is the time frame between January 1st and the following December 31st, inclusive. The fee for such a license will be determined by the Board of Selectmen in a public meeting.

E23. Any person who is the owner or keeper of a dog in the Town of Acton and who fails to license said dog within the time required by Chapter 140, Section 137 and 137A of the General Laws shall be subject to a penalty of twenty-five dollars (\$25.00) to be collected as provided by law.

E24. No person owning or keeping any animal in the Town of Acton shall permit the animal to go at large to the injury or nuisance of others. In addition, a dog should not go outside the boundaries of the property of its owner or keeper unless

under the complete and effective control of said owner or keeper by means of a leash or otherwise.

E25. Owners or keepers of animals in violation of the foregoing section shall be subject to fines which shall be determined by the Board of Selectmen.

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**12. Lost and Found: Who do I contact for an item that has been left behind after a soccer/baseball/softball....practice? NARA Beach?**

Very few items are turned into the Recreation Department. We suggest that you contact the coach, the league organization or try emailing our grounds crew chief with your lost item at: [somalley@acton-ma.gov](mailto:somalley@acton-ma.gov)

**What if an item is lost at the beach or around NARA during the seasonal operating time?**

Try the bathhouse office. There is a lost and found bin they keep outside.

You may also contact the Acton Police Department to report item.

NOTE: The Town is not responsible for lost or left behind up personal items.

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**13. Does Acton Recreation offer basketball programs and/or have basketball facilities?**

Acton Recreation does not have basketball facilities. All inquiries for basketball should be made through Community Education at 978-266-2525.

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**14. Does the Town have an indoor swimming facility?**

The Recreation Dept. does not run the indoor pool at the Acton Boxborough Regional High School. Acton Recreation oversees NARA Park Beach operations where we have recreational swimming, swim lessons, boat rentals, youth camp, and a snack bar during the summer. For information about the indoor swimming facility and programs, please contact Community Education at 978-266-2525. For NARA Park please contact 978-929-6640 ext. 0 or email: [recreation@acton-ma.gov](mailto:recreation@acton-ma.gov) or visit [www.acton-ma.gov](http://www.acton-ma.gov)

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**15. How do I obtain a Community Garden Plot?**

The Town of Acton Natural Resources Department is responsible for the oversight of the two Community Garden areas in Acton. The Natural Resources grounds crew performs site maintenance (mowing, plowing); the Recreation Dept. (a division of Natural Resources) administers plot assignments. The North Acton Community Garden on Main Street in North Acton is located on conservation property and the Morrison Farm Community Garden is on municipal property. Natural Resources and the Conservation Commission have jurisdiction over North Acton, and Municipal Properties (Dean Charter) has jurisdiction over Morrison Farm.

The Recreation Dept. announces the availability of community garden plot sign-up day each fall in our Fall-Winter Program guide, which is distributed in August and available on the town website.

Our current plot owners are given the opportunity to renew their plot rental by the first Friday of each December and remaining plots are then rented out on a first-come, first-serve basis starting on the second Friday of each December beginning at 8 AM on a first-come first, first served basis. Each renter signs a rules and regulations agreement and pays a fee. All garden plot holders must abide by the Rules and Regulations. Please note that Morrison Farm is farmed organically and has additional rules and regulations to that effect.

There has been a steady increase in demand for garden plots and Recreation will maintain a waiting list for each site.

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**16. I want to work at NARA Park, when can I apply?**

NARA Park offers opportunities for many college students and high school seniors for various job positions: lifeguard, beach monitors, counselors and snack bar concession. New job applicants may apply as early as November for the following summer season. Please note that new applicant interviews do not start until mid-spring and all employees must pass a CORI check. The Recreation Department will contact an applicant for an interview if a position is suitable to a qualified candidate. Applications can be found on the Human Resources page of the Town website: [www.acton-ma.gov](http://www.acton-ma.gov) or visit the Human Resources Department located on the 1<sup>st</sup> Floor, Acton Town Hall, to obtain a hard copy of the Town of Acton Employment Application. All applications are submitted through Human Resources and not directly through the Recreation Department.

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**17. How can I offer a program through the Recreation Department?**

The Recreation Department is open to proposed new classes for our program. We ask that the potential instructor put a proposal together with details of the class program you are interested in teaching, the location, age group, price you intend to charge, and any other details involved for the class such as materials needed that students must provide or that you provide, if you need field space, etc. Submit this information to the Recreation Director at the Acton Town Hall in person, email at [recreation@acton-ma.gov](mailto:recreation@acton-ma.gov) or mail it to the Recreation Dept., 472 Main Street, Acton, MA 01720

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**18. We would like to perform at NARA Park as part of your concert series. Who do we contact?**

The Recreation Department requests that all performers submit a promo kit which includes band/performer background, previous venues, demo CD and band fee for a two-hour gig. Performers are asked to provide their own sound.

Remit to: Recreation Dept., 472 Main Street, Acton, MA 01720

Once received, the Recreation Department will review promo kit for booking potential and retain kit for review in case of future special event opportunities.

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19. How do I contact AB Youth Soccer, AB Little League, Pop Warner, etc?  
(here are all of the league contacts that we have)

**ACTON SPORTS CONTACT INFORMATION**

**YOUTH SPORTS**

**Acton Boxborough Youth Baseball:** [www.abyb.org](http://www.abyb.org)  
Sanjay Khosla, President, [president@abyb.org](mailto:president@abyb.org)

**Acton Boxborough Pop Warner Cheerleading:** [www.abpopwarner.com](http://www.abpopwarner.com)  
Tammy Sarnelli, [tammy.sarnelli@biogenidec.com](mailto:tammy.sarnelli@biogenidec.com)

**Acton Boxborough Field Hockey:** Steve Desy, ABRHS Director of Athletics (978) 264-4700 x3422 or x4320

**Acton Boxborough Pop Warner Football:** [www.abpopwarner.com](http://www.abpopwarner.com)  
Jeff Sullivan, [jsullivan@munder.com](mailto:jsullivan@munder.com)

**Acton Boxborough Youth Ice Hockey:** [www.abyha.org](http://www.abyha.org)  
David Peduto (978) 263-5151, [director@abyha.org](mailto:director@abyha.org)

**Acton Boxborough Boys Youth Lacrosse:** [www.ablax.org](http://www.ablax.org)  
Cliff Meijer, [cmeijer@tweisel.com](mailto:cmeijer@tweisel.com)

**Acton Boxborough Girls Youth Lacrosse:** [www.abgirlslax.org](http://www.abgirlslax.org)  
Kelly McEwen, [mcewen@comcast.net](mailto:mcewen@comcast.net)

**Acton Boxborough Youth Soccer:** [www.abys.org](http://www.abys.org)  
Sue Reuther, ABYS Registrar & Board Secretary (978) 266-1490,  
[sreuther@comcast.net](mailto:sreuther@comcast.net)  
Dave Scheuer, Exec. Director (978) 263-2105  
[dave.scheuer@interactivedata.com](mailto:dave.scheuer@interactivedata.com)  
Ernst Oddsund, [ernst@oddsund.com](mailto:ernst@oddsund.com)

**Acton Boxborough Youth Softball:** [www.eteamz.com/absoftball](http://www.eteamz.com/absoftball)  
Tom Reuther, President, [TomReuther@comcast.net](mailto:TomReuther@comcast.net)

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**ADULT SPORTS**

**Abunted Over the Hill:** Will Bigelow (978) 263-0863, Mark Giglio (978) 264-3950, Antonio Furlan (978) 635-9209

**Men's Senior Baseball (Acton Orioles):** [www.dontbreakyourbat.com](http://www.dontbreakyourbat.com)  
Bob Major (978) 448-2797 / (978) 729-8321 [actonorioles@yahoo.com](mailto:actonorioles@yahoo.com)

**Acton Adult Softball League:** [www.actonasl.com](http://www.actonasl.com)  
Rich Gottesman, Commissioner (978) 808-0766 [rich@actonasl.com](mailto:rich@actonasl.com)  
Matt Murphy, Asst. Commissioner/Webmaster (617) 877-3961, [matt@actonasl.com](mailto:matt@actonasl.com)

**OTHER RECREATION CONTACTS:**



**Acton Boxborough Regional High School:** Steve Desy, Director of Athletics (978) 264-4700 x3422 or x4320

**Acton Boxborough Community Education:** (978) 266-2525, [www.comed.ab.mec.edu](http://www.comed.ab.mec.edu)

**Acton Garden Club:** Pat Kosicki, (978) 263-2812

**All Seasons Tennis Club:** Ron Parlman, (978) 263-3660

**Boxborough Recreation:** Sue Reuther, (978) 266-1490, [sreuther@comcast.net](mailto:sreuther@comcast.net)

**NARA Park Beach Office:** Seasonal – Memorial Day thru last Wed. in August, (978) 929-6437

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## **20. What does the NARA Youth Summer Program do on rainy days?**

Our picnic pavilion has custom-made weather protection panels that can be easily installed for rainy days. These panels will enclose the pavilion area like a giant room. Arts and Crafts are under the large outdoor tents, the amphitheatre is also used during light rain, and an additional tent with sides is also utilized. Each counselor has rainy day kit of activities. In the event of severe weather, we recommend that parents pick-up their child. Our program is considered an outdoor program.

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## **21. Is the NARA Youth Summer Program an indoor or outdoor facility?**

Our program is an outdoor facility with covered areas. We offer several covered structures at the Park, but not buildings. There are no air conditioned facilities at NARA. Periodic sunscreen applications are required by NARA staff. Parents must apply sunscreen prior to dropping their child off and provide lotion daily in backpack. Also children are recommended to always bring a hat, water bottle, swim suit, towel, and beach sandals.

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## **22. How do I know if the fields are closed due to weather conditions?**

Leagues and field permit holders are aware of the Town of Acton's Field Use Weather Policy which is in effect at all times and must be abided by all user groups as outlined regardless of closure or non-closure by the Recreation Department. Email notices are not always issued. Please note that in the absence of a closure notice, the Field Weather Policy covers all weather conditions.

**INCLEMENT WEATHER FIELD USE POLICY:** Field closings are the responsibility of the Acton Recreation Department during weekdays, and group users on weekends. Regardless of whether the field is officially closed or not, a practice or a game should not commence or continue on a field if:

- The field has standing water on it (i.e. puddles).
- Softball and baseball fields are often playable even with standing water on the infield (base paths should have no water).



- By playing on the field, the players are or would be damaging the field beyond normal wear and tear (i.e. tearing up the turf, creating muddy areas, etc.).
- Lightning is present. There is no exception to this rule.
- The field is saturated with water. Saturation is when you step on the field and water seeps up to footprint, like a sponge.

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**23. In the event of inclement weather, how do I find out if an event is cancelled or postponed?**

Please check the Recreation Department main page of the website ([www.acton-ma.gov](http://www.acton-ma.gov)) for announcements on cancellations or postponements. When an event is held on a weekend, announcements on our phone line are not always possible, so please check our website. New dates for postponed activities will be listed on the website as soon as they are arranged/confirmed.

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**24. How do I find out if swim lessons are cancelled?**

You need to call the Beach at 978-929-6437 and ask to speak to a lifeguard about swim lessons for your child and if they are being held.

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**25. How do I volunteer?**

There are many opportunities to volunteer. Please email us at [recreation@acton-ma.gov](mailto:recreation@acton-ma.gov) or call us at 978-929-6640 ext. 0.

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**26. How can I sponsor or donate towards a special event?**

There are many opportunities to sponsor or donate towards our great community events (July 4<sup>th</sup>, Acton Day, Summer Concert Series, etc...). Please email us at [recreation@acton-ma.gov](mailto:recreation@acton-ma.gov) or call us at 978-929-6640 ext. 0. Ask for Cathy or Maura

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**27. How do I know if I have gotten into a program—do you send confirmations?**

No news is good news. Consider you have gotten into a program if you have not been contacted by us. If a class has been cancelled by Acton Recreation due to not meeting minimum or exceeding maximum capacity as set forth in class description, you will be issued a letter or email stating a full refund will be sent. We try as hard as possible to make a class happen if there is low enrollment.

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**28. If I want to register for a program or rent a field in Acton, how do I know if Acton Recreation or Community Education is responsible for it?**

[Acton Recreation](#) is a Town Hall Department and oversees 18 town-owned recreational properties including NARA Park. It offers a variety of classes and bus trips through our two publications the Spring/Summer and Fall Winter Recreation Program Guides. And

also sponsors many community events at NARA Park. The Acton Recreation Department is located at Town Hall, 472 Main Street and can be reached at 978-929-6640 or by email [recreation@acton-ma.gov](mailto:recreation@acton-ma.gov) or by visiting the website: [www.acton-ma.gov/recreation](http://www.acton-ma.gov/recreation).

[Community Education](#) is an Acton Boxborough Regional Schools Department, offering a variety of programs through their "Interaction" publication issued four times yearly. Many of their programs are based on school grounds. They manage and permit all school fields and facilities use. They can be reached at 978-266-2525 and are located at 16 Charter Road (Administration Bldg.—formerly the Merriam Elem. School on the central school campus).

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## **29. Water quality at NARA Pond?**

State regulations require that public swimming areas be tested periodically for acceptable levels of E.coli bacteria, to protect the health of the bathing public. NARA pond is a freshwater ecosystem that supports fish, turtles, frogs and other forms of life. Unlike other ponds and lakes open to swimming in the area, NARA is tested weekly, far more frequently than chlorinated public or residential pools, which are tested daily for chlorine levels. Testing is performed by the Health Department on Mondays and a water sample is sent to a lab with results made available in 24 hours. Bacteria testing requires this incubation period. A result that exceeds 235 ppm will trigger the closing of the beach to swimmers, until follow up testing, which will be performed daily, shows a reduction to acceptable bacteria levels. It should be noted that beach closings at NARA are not a frequent event. Please contact the Board of Health if you would like additional information at 978-929-6632

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## **30. What is the walking perimeter of the NARA Park interior pathway?**

The pathway around NARA Park is approximately 1 mile. During the winter, it may/may not be maintained due to priorities snow removal.

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## **31. Do you have the address of a soccer field?**

### **ACTON FIELDS:**

NARA: 25 Ledge Rock Way

Great Hill: 54 School Street behind the South Acton Fire Station

Concord Road: 104 Concord Rd.

School Street: 323-347 School Street (Can be seen from Rte 2)

Elm Street: 21 Elm Street

Leary Field: 16 Charter Rd. ([Off of Rte 111 – Mass Ave behind the RJ Grey Jr High School](#))

### **BOXBOROUGH FIELDS:**

Fifers Field: 1200 Beaver Brook Road (At the end of the Cisco Campus)  
Flerra Field: 340 Stow Road  
Liberty Field: 1100 Liberty Square Road

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### **32. SLEDDING and/or ICE SKATING at NARA Park and how late?**

**Sledding is at your own risk.** We ask that you please refrain from sledding towards the amphitheater or the pond and not to build sled ramps. It is recommended that sledding that takes place, be done on the hill towards the fields.

**Skating:** NARA Pond is a natural pond and therefore we do not recommend skating on NARA Pond or any open outdoor pond or lake. We advise skates to use indoor or outdoor man-made rinks. **Skating is at your own risk.**

**NARA Park closes at sunset.**